



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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31-07  
X 1

1. Application Date 12-7-71		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JAN 6 1972 57 JAN 6 1972	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Feed, Fertilizer and Pesticides Section		4. Person to Contact Cecil R. Spooner	
				5. Working Title Division Director	
				6. Tel. No. 656-3637	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Inclusive Dates 1966 - 1970		9. EXACT SERIES TITLE Fertilizer Deficiency Sample File			
10. What function performed resulted in creation of this series Inspection, sampling and analysis and enforcement actions as required by Georgia Plant Food Act					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This series includes only those samples found to be out of compliance with requirements of the Georgia Plant Food Act and it's Rules and Regulations. It consists of record copy of inspection report, analytical data, analytical report and correspondence relative to deficiencies, enforcement actions and penalty settlements, sample copies attached					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				4 8	
Legal-size File Drawers		16	32	Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				14 14	
				By Annual Accumulation	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				10 1 0 0	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published?  
(In lab division annual report) ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☒ YES ☐ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. **REQUIREMENTS.** The following requires the files to be kept 5 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
- B. ☒ Hold in current files area        month(s)/ 1 year(s), then:
- 1 ☐ Destroy.
- 2 ☐ Transfer to records center; hold 4 year(s), then:
- a ☒ Destroy.
- b ☐ Transfer historical material to Archives;        destroy remainder.
- 3 ☐ Destroy after audit (or        year(s) after audit).
- C. ☐ Hold in current files area indefinitely.
- D. ☐ Hold in current files area        year(s), then transfer to Archives permanently.
- E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

**(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)**

26. Inventory taken by J. R. Conley	Recommendations prepared by J. R. Conley John Jernigan	Approved for Division Date CS 1-5-72	Records Management Officer Date EHS
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency Ellis D. Liker	Date 1-5-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History Carroll Hart	Date 1-6-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State Ben W. Trott	Date 1-6-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia Jimmy Carter	Date 1-6-72